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**Supply**

**PRECIOUS METALS RECOVERY PROGRAM  
(PMRP)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFPD 23-5, *Reusing and Disposing of Materiel*, DOD Manual 4160.21-M, *Recovery and Reutilization of Precious Metal Program*, and AFMAN 23-110, Volume 6, Chapter 4, *Excess and Surplus Property*. It outlines the responsibilities for recovery, storage, accountability and disposal of precious metals. It applies to all Wing organizations processing, utilizing property containing or performing tasks that result in the production of waste containing precious metals.

**1. Applicable References .** In addition to the above listed publications, the following will be used for sources of additional information further defining the precious metal recovery program.

- 1.1. AFMAN 23-110, Volume 2, Part 13, *Standard Base Supply Customer's Procedures*.
- 1.2. AFI 31-209, *The Air Force Resources Protection Program*.
- 1.3. AFI 31-401, *Managing the Information Security Program*.

**2. Responsibilities:**

- 2.1. The Installation Commander appoints the Chief of Supply to be the Precious Metals Recovery Program (PMRP) manager for Westover ARB, responsible for overall program management.
- 2.2. The Chief of Supply designates the Material Storage and Distribution Flight Inspector, as the PMRP monitor and the Material Storage and Distribution Flight Chief as the alternate PMRP monitor.
- 2.3. PMRP manager will maintain a list of organizations using or generating items in the program for all base organizations. The manager will ensure program management to conform with AFMAN 23-110, Volume 6, Chapter 4. The manager is responsible for surveillance visits to applicable organizations at least every two years. The PMRP manager will act as liaison with the servicing Defense Reutilization Marketing Office (DRMO) for program administration, supplies, and equipment necessary for program management, training, information or other contractual requirements.

2.4. The PMRP monitor will administer the program and act as the base focal point for program matters. The monitor will receive and process turn-ins from installation organizations and provide assistance when requested.

2.5. Commanders of organizations responsible for storage, generation or use of items containing precious metals must appoint a unit monitor and alternate. This information must be provided to the PMRP manager in writing upon appointment and when changes occur.

2.5.1. Commanders ensure that unit monitors comply with the duties identified in attachment 1, PMRP Unit Monitor Responsibilities, and applicable directives.

2.5.2. Commanders ensure work center personnel fully understand and comply with their responsibilities in the identification, recovery and control of material containing precious metal residue (i.e., silver nitrate contained in microfiche files, photographic developing solutions, non-destructive inspection solutions/materials, etc.).

2.5.3. Commanders of activities, receiving, issuing, and using fine precious metals which are assigned CIC "R" must appoint an individual(s) in writing to receipt for and issue these materials.

2.5.4. All exposed, unexposed, expired or no longer required scrap film and negatives will be salvaged and boxed for transfer to the DRMO. Each generating activity will process scrap film for turn-in to LGSDI for transfer to the DRMO.

2.5.5. Each activity involved in the PMRP will perform a self inspection each January and July.

2.5.6. Unit monitors submit all requirements for supplies and equipment required in the recovery of precious metals to LGSDI. Ensure that requested items are received within a reasonable time frame or submit follow-ups, if necessary. Elevate to LGS if timely support is not received.

2.5.7. Generating activities will ensure that any new items containing precious metals are identified to the PRMP monitor.

2.5.8. Unit monitors maintain a file that consists of, but is not limited to, the following: letters of appointment, unit procedures, PMRP surveys of unit operations, if applicable, checklists, and any corrective actions.

2.5.9. Unit monitors will placard collection point container(s) with "Precious Metals" and ensure a locking mechanism is in use.

2.5.10. Prepare AF Form 2005, **Issue/Turn-In Request**, and delivers paperwork and property to Base Supply.

2.6. Other requirements include:

2.6.1. Westover ARB installation managers and monitors attend workshops and training sessions conducted by headquarters or Air Logistics Center personnel.

2.6.2. Any specific state mandated controls for handling, transportation or disposal of precious metals having any hazardous characteristics are identified by the Bioenvironmental coordinator and the Transportation office.

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Commander

**Attachment 1****PMRP UNIT MONITOR RESPONSIBILITIES**

**A1.1.** Establish in writing and maintain current operating procedures giving specific guidance for precious metals recovery within their activity. Procedures will include, but are not limited to: security requirements, key controls, required documentation, silver harvesting procedures if applicable, and methods of controlling issue, receipt and turn-in of precious metal and precious metal bearing materials. Ensure all work center personnel are familiar with these procedures and comply with them. Provide a copy of operating procedures to the Precious Metals Recovery Program Manager (PMRPM) for inclusion in the activity file.

**A1.2.** The unit monitor will maintain all current publications addressing PMRP procedures, specifically AFMAN 23-110, Vol. 6, AFMAN 23-110, Vol. 2, Part 13 and applicable supplements.

**A1.3.** Refer all problems and/or questions concerning PMRP to PMRPM.

**A1.4.** Initiate and maintain a self-inspection program to ensure all requirements of the PMRP are being accomplished.

**A1.5.** Attend PMRP training sessions as scheduled by the PMRPM.

**A1.6.** Initiate corrective actions for any deficiencies documented by the PMRPM during biannual inspections. The PMRP should be reviewed during the semiannual core task self-inspections. Forward requests for any needed supplies and equipment required for recovery of precious metals to LGSDI.

**A1.7.** Perform all required day-to-day preventive maintenance and cleaning of silver recovery units in their custody. Report any systems malfunctions or problems at the PMRP immediately after detection. If loss of silver residue is occurring, discontinue recovery processing until problems are corrected.

**A1.8.** Segregate precious metal bearing material and waste material prior to turn-in to LGSDI.

**A1.9.** Retain on file all PMRP documentation for one year in accordance with AFMAN 37-139, Table 23-20, Rule 2.